

# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Sr. Telephone Operator</u>	CLASSIFICATION CODE: <u>02427300</u>
	SALARY RANGE: <u>\$32,395-\$35,243</u>	REFERENCE POSITION NO.: <u>14710-10000 Pos# 00144</u>
	Department or Agency Name <u>EDUCATION</u>	APPLICATION PERIOD: <u>11/18/10 - 12/2/10</u>
	Division/Section/Unit <u>Fiscal Integrity &amp; Efficiencies</u>	
	Assignment(s) / Comments	
	Shift and Days: <u>MON-FRI 1ST -8:30 a.m. -4:30 p.m.</u>	Job Location: <u>255 Westminister Street, Prov.,RI</u>
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> N	
	Name of Bargaining Unit Union: <u>Council 94 - Local 2872</u>	
	There is* <u>  </u> is not <u>XX</u> a Civil Service List for this position	See <u>File #</u> for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals <u>  </u> appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form and RIDE-3 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	CLASSIFIED JOB DESCRIPTION: SR. TELEPHONE OPERATOR To supervise the operation of a telephone switchboard or of control consoles; at times, to operate such equipment; and to do related work as required.	
	A class specification describing the duties of the position and the minimum qualifications is posted on the RIDE Web Site <a href="http://www.ride.ri.gov">www.ride.ri.gov</a>	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through graduation from a senior high school; and	
	<b>Experience:</b> Such as may have been gained through; employment as operator of a private branch exchange telephone switchboard or control console.	
	<b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Bilingual (Spanish) preferred.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. CS-14 application and Equal Opportunity Employment Card available at <a href="http://www.ride.ri.gov">www.ride.ri.gov</a>	
	Send application, cover letter & resume to:	
	Office of Human Resources	
	RI Department of Education	
	255 Westminister Street	
	Providence, RI 02903	
	Equal Employment Opportunity Card (Optional)	
	Telephone #:	(401) 222-4274
	Fax #:	Do not fax applications
	TTY/TDD #:	Relay RI 1-800-745-5555 (Telecommunication Device for the Deaf)



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